

~~SECRET~~

OFFICES PROVIDING DEPENDENT-RELATED

BRIEFINGS OR SERVICES

I. Office of Security - The Office of Security conducts investigations which give the Agency a perspective of the employee's personal state. This investigation includes information on the dependents. The information, if pertinent, is brought to the attention of the Applicant Review Panel or the Overseas Candidate Review Panel. This office maintains a personnel service that gives employees a channel to the various services offered within the Agency. This same service provides immediate assistance during any emergency, telephone number [REDACTED] and is the prime point of contact for all employees and dependents requiring assistance during off-duty hours.

25X1A

II. Office of Medical Services - The Office of Medical Services (OMS) evaluates all employees and dependents prior to residence abroad. This evaluation includes a basic physical examination and may, because of medical history or nature of assignment, include a psychiatric evaluation. The results of this evaluation are used to advise the requesting component on the appropriateness of a proposed overseas assignment. Pre-employment medical evaluations and/or examinations are performed on dependents on a limited basis when requested. Psychological assessment of employees and dependent wives are administered prior to certain covert assignments. In addition, consultative services are provided for the employee to discuss dependent-related medical problems. This service may result in specialized assistance and/or referral.

III. Office of Personnel - The Office of Personnel is responsible for providing all employees with a general briefing upon entrance-on-duty with the Agency. A designee from the OP chairs the Overseas Candidate Review Panel which considers the suitability of all staff and Type A contract employees, and in some instances their dependents, prior to being assigned overseas duty. (During the period 1 January through 30 June 1970, [REDACTED] employees, of which [REDACTED] were from the Clandestine Service, were processed through the Central Processing Branch, Benefits and Services Division, OP). The Benefits and Services Division provides assistance on problems which may affect the employee. There are no known programs within the Office of Personnel which are directed specifically to the affairs of adult dependents.

25X9

25X9

~~SECRET~~

SECRET

IV. Office of Training - The Office of Training conducts an overseas orientation program for employee dependents prior to the employee's first assignment abroad. This program is general and does not prepare an employee and his dependents for a specific overseas assignment. During the period 1 January through 30 June 1970, 61 employees and 32 dependents attended this briefing. [REDACTED]

25X1A

25X1A

25X1A

[REDACTED] orientation). Agency language courses are provided for dependent wives on a space available basis. During the period 1 January to 30 November 1970, twenty-two wives availed themselves of this service. There is also a briefing of wives of Agency officers attending the Basic Operations Course and the Advanced Operations Course at [REDACTED]. Eighty wives attended these briefings during the January to November 1970 period.

25X1A

V. Office of Communications - The Student and Wives Overseas Orientation Program (SWOOP) is conducted at the Office of Communications School, [REDACTED]. This orientation is tailored to the new employee and his family. It touches on pertinent aspects of the mission of the Office of Communications, as well as providing basic information on overseas assignments. The program consists of briefings on selected subjects, open forums, geographical seminars, and social periods. Informal, constructive, and frank discussions are encouraged. Staff employees and their wives who have had considerable foreign duty participate in the program.

25X1A

SECRET